

Staffing Guide

Position Description			Laundry Machine Operator Leader		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate <u> X </u> • Seasonal/Peak Workload <u> X </u> 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout <u> X </u> • Facility Size <u> X </u> 	<ul style="list-style-type: none"> • Facility Age _____ • Equipment Quantity <u> X </u> • In House Laundry <u> X </u> 		
Workload/Staffing Comments: Laundry leader assigns tasks, ensures quality standards, and establishes production output.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	1 (NL-3) per 5 or more laundry operators per shift	1 (NL-3) per 5 or more laundry operators per shift	1 (NL-3) per 5 or more laundry operators per shift
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>					
Staffing Standard Footnotes: Normally a full-time position with a regular schedule but may require shift work during peak periods. Laundry leader positions will only be established if facility has an in-house consolidated laundry facility with commercial machines, and is responsible for Leading a minimum of 3 laundry operators					